

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO**

JOB CLASSIFICATION: CLINICAL SOCIAL WORKER

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Work as a team member with other treatment disciplines; provide treatment and social services for patients; assist interdisciplinary team in evaluating patients' readiness for release; work as liaison between community and interdisciplinary team.

40 % **Direct Treatment**

- A. **Conduct or co-lead weekly skills building groups** whose focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills and approved program treatment design.
- B. Meet with patients for regular individual therapy in which the focus is dictated by patient need as defined in the treatment plan and provided according to therapist skills.
- C. **Meet with and provide social work services for patients who have identified need, as defined by the Social Work Service.**
- D. **Develop and maintain contact with family of patients, as appropriate, and provide them with information when proper release forms have been signed by the patient allowing contact.**
- E. Provide crisis intervention services to patients.
- F. Participate in meetings of the unit therapeutic community.
- G. Provide collaborative services to relatives and agencies through personal, letter, and phone contacts.

25 % **Assessment, Planning, and Evaluation**

- A. Participate in initial interviews with patients and with other members of the Interdisciplinary Treatment Team, assessing treatment needs and developing treatment objectives and plans.
- B. Review the psychosocial assessment of each new patient as determined by policy. Make subsequent additions and corrections to the psychosocial assessment, as needed, and at least yearly.
- C. Review chart prior to Interdisciplinary Treatment Team meetings for patients on assigned caseload.

- D. **Participate in all Interdisciplinary Treatment Team reviews of each patient on assigned caseload; provide input on progress in treatment; report on family, social and community resources; identify current and ongoing treatment needs, and make recommendations.**
- E. Participate in mini-team meetings as required by treatment needs.
- G. Participate in shift change meetings, exchanging information on patients and participating in relevant in-service training provided during these meetings.
- H. **Write clinical progress notes describing and evaluating the patients' responses treatment, as defined by the Social Work Service.**

15 %

Discharge Planning

- A. **Collaborate with the Interdisciplinary Treatment Team, State's Conditional Release Program, Department of Corrections, Parole Agents, and/or representative from the dispositional setting to formulate an outpatient treatment contract/discharge plan and facilitate the patient discharge to the dispositional setting.**
- B. Facilitate application for Supplemental Security Insurance, Social Security benefits, California ID card, or driver's license prior to discharge.
- C. Facilitate application for conservatorship, 72-hour and 14-day holds, and 180-day certifications.
- D. Complete affiliated paperwork for discharge planning (i.e., Social Work RCCP discharge summary).
- E. Provide emergent social work services, as needed, to other units.

15 %

Professional, Resource, and Training Functions

- A. Regularly attend meetings of the hospital Social Work Service.
- B. Regularly meet with Supervising Psychiatric Social Worker I to plan and assess work.
- C. Keep abreast of current social, legal, and clinical literature and resources through workshops, classes, etc.
- D. Act as a resource to patients and staff on community resources (e.g. social, educational, vocational, financial, etc.)
- E. Assume advocacy role with patients in apprising of them of their treatment and available resources.

5 % **Program Evaluation and Development**

- A. Participate in Program management meetings and staff development sessions.
- B. Participate in weekly (and as-needed) interdisciplinary team meetings to review clinical matters such as questions about individual and family treatment cases, larger unit treatment issues, and other clinical issues of interest to the group.
- C. Be available to Program management for Social Work consultation regarding individual patients and input on assessment of patient population, treatment needs, treatment resources, and staff development needs.

2. SUPERVISION RECEIVED

The Clinical Social Worker is under the administration supervision of the Program Assistant and is clinically accountable to the Chief of Social Work Service through the Supervising Psychiatric Social Worker I. The annual performance appraisal is a joint assessment by the residential program management and the Social Work Service.

3. SUPERVISION EXERCISED

Provide clinical guidance to other staff members who are learning to deliver skills-building treatment.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of mental and developmental and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental and physical disabilities; current trends in mental health, public health and public welfare, and Federal and State programs in these fields.

ABILITY TO:

Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Apply knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively support a safe and hazard free workplace through practice of personal safety vigilance in the identification of safe or security hazards.

AGE SPECIFIC

Provide services commensurate with age of patients/clients being served. Demonstrate knowledge of growth and development of the following age categories:

Adult Geriatric

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Apply and demonstrate knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

RESTRAINT/SECLUSION

Demonstrate knowledge of criteria and appropriately use, apply, and remove restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrate awareness to multicultural issues in the workplace that enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

SVP/MDO/NGRI/CONREP PROCESS

Demonstrate understanding of the Sexually Violent Predator (SVP), Mentally Disordered Offender (MDO), and Not Guilty By Reason of Insanity (NGRI) laws and each commitment processes; promote the benefits of CONREP placement; instruct/reinforce teaching of the law and CONREP acceptance criteria.

TEAM MEMBERSHIP

Demonstrate the ability to provide constructive team input based on direct observation of patients' behavior and to interact professionally with patients and co-workers in the development and delivery of patient care services.

TECHNICAL COMPETENCIES

TREATMENT/TEACHING

Demonstrate the ability to apply relapse prevention, skills building and cognitive behavioral theory using skills building modules.

THERAPEUTIC RELATIONSHIPS/RELATIONSHIP SECURITY

Demonstrate the ability to maintain professional therapeutic relationships with patients, to assist them with problem solving, and to teach/model principles of the norm of non-violence. Demonstrate good staff/patient boundaries and monitors and assist others to help them maintain theirs.

ASSESSMENT AND PLANNING

Demonstrate the ability to utilize assessment information, patient interviews, and team discussion to plan treatment based on patient need.

6. LICENSE OR CERTIFICATION

It is the responsibility of the employee to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license as a Licensed Clinical Social Worker (LCSW) issued by the California Board of Behavioral Science Examiners, OR an approved waiver of up to four (4) years by the California Department of Public Health under the provisions of the California Health and Safety Code 1277 (b) AND possess a valid registration as an Associate Clinical Social Worker (ASW) issued by the California Board of Behavioral Science Examiners.

7. TRAINING - Training Category = 2

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The work week is Monday - Friday, 0800 - 1630. Clinical Social Workers are expected to work an average of 40 hours/week over the course of a year. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties with or without a reasonable accommodation.

Employee Signature

Date

Program Assistant Signature

Date

Chief of Social Work Service

Date